
Certificate of Appropriateness

Who do I contact for information?

The Zoning & Subdivision Services office is located on the first floor of the Busch Municipal Building, 840 Boonville Avenue. For additional information or an application, please call 864-1611.

What is a Certificate of Appropriateness?

A Certificate of Appropriateness ensures that proposed work on the exterior of certain historic-designated properties conforms to the requirements established by that historic designation. A building permit cannot be issued for the proposed work until a Certificate of Appropriateness has been approved.

Starting the Certificate of Appropriateness Process

A Certificate of Appropriateness can usually be approved in one or two days for work that can be reviewed administratively. If the Landmarks Board must review and approve the certificate, the process usually takes 15 days from the filing deadline to the public hearing. The Zoning & Subdivision Services office accepts applications daily. The Landmarks Board generally meets every two weeks, and scheduled filing dates for the Landmarks Board are available at the Zoning & Subdivision Services office and the Planning Department website.

Certificate of Appropriateness Standards

For staff or the Landmarks Board to approve a Certificate of Appropriateness the following must be considered.

- A. That the proposed work will be done in conformance with the Secretary of Interior's Standards for Rehabilitation;
- B. That the proposed work will be done in conformance with any design guidelines or standards that the Landmarks Board has established and adopted;
- C. For new construction, whether the building or structure will be harmonious with or incongruous to the old and historic aspects of the surroundings;
- D. For demolitions:
 - the impact the proposed removal would have on the integrity and continuity of the Historic Landmark or Historic District of which it is part; and
 - the nature of the structure as a representative type; and
 - the condition of the structure from the standpoint of structural integrity and the extent of work necessary to stabilize the structure; and
 - The ability of the subject structure or site to produce a reasonable economic return on investment to its owner; and
 - The post-demolition plans for the site and the relation of those plans to the surrounding area.
- E. For archeological sites, the effect of the proposed project on the site and what actions are being undertaken to record and/or preserve the site.

Certificate of Appropriateness Approval Procedures

The following steps must be taken to receive a Certificate of Appropriateness so that building permits can be issued.

- A. Prior to submitting an application, discuss your project with Building Development Services to ensure you are not proposing something that violates the approved building code of the City of Springfield. Even though you may receive a Certificate of Appropriateness from the Zoning & Subdivision Services staff or the Landmarks Board, the project must also comply with the approved building code to receive a building permit.
- B. A complete application must be submitted to the Zoning & Subdivision Services office with a precise description of the work to be done. Depending on the work to be done, site layout, building elevations and samples of materials to be used may need to be submitted with the application. A checklist is included with the application which is available at the Zoning & Subdivision Services office and the Planning Department website. There is no application fee.
- C. If the Certificate of Appropriateness can be reviewed administratively and is approved, a building permit can be issued by Building Development Services. If staff denies the Certificate of Appropriateness that decision can be appealed to the Landmarks Board.

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- D. If the Certificate of Appropriateness cannot be approved administratively or is denied administratively, staff will inform you of the next Landmarks Board meeting where the application can be considered. Your property will be posted with signs notifying the public of the Landmarks Board hearing. Both you and the public will have the opportunity to address the Landmarks Board regarding the proposed work.
- E. If the Landmarks Board approves the Certificate of Appropriateness after holding a public hearing, a building permit can be issued by Building Development Services.
- F. If your property is designated a Landmark or located in the Commercial Street or Walnut Street Districts and the Landmarks Board denies the Certificate of Appropriateness, you may:
 - 1. Produce new evidence supporting your proposal and resubmit the application within ten working days of denial by the Landmarks Board; or
 - 2. Wait 180 days and resubmit the application; or
 - 3. Apply for a Certificate of Economic Hardship; or
 - 4. File an appeal to the Board of Adjustment within 15 days of the denial by the Landmarks Board; or
 - 5. If the request is for a demolition permit, wait 180 days, at which time the demolition permit must be issued unless the City Council has extended the time for demolition. The Landmarks Board may request that the demolition be delayed for an additional 120 days by action of the City Council. The City Council may, after receipt of such request, hold a public hearing and delay the demolition for an additional 120 days.
- G. If your property is a historic site and the Landmarks Board denies the Certificate of Appropriateness, you may:
 - 1. Produce new evidence supporting your proposal and resubmit the application within ten working days of denial by the Landmarks Board; or
 - 2. Wait 60 days from the date you applied for a building permit, and at that time the Department of Building Development Services must issue a building permit.